



CITY OF TAUNTON MASSACHUSETTS

DEPARTMENT OF HUMAN RESOURCES

City Hall
15 Summer Street
Taunton, MA 02780
Phone: 508-821-1060, Fax: 508-821-1066
www.taunton-ma.gov

Amy Kazlauskas
Director

Sandra B. Peavey
Assistant Director

Maria Oliveira
Benefits Specialist

Rachael Capella
Benefits Specialist

Debbie Nunes
Benefits Clerk

POSTING ASSISTANT ANIMAL CONTROL OFFICER (per diem)

This position is appointed by the Animal Control Officer and assists with the supervision of more than two volunteers/staff at the Animal Shelter. This position will cover all vacations and holidays as well as the weekends.

ESSENTIAL FUNCTIONS:

Assists with the enforcement of MGL, Statutes and the ordinances of Taunton regarding domestic animal control to assure the safety of the public.

- Maintains the dog/animal pound and cares for dogs/animals being held; collects bodies of dead dogs/animals found with the municipality or on roadways and disposes of them; humanely dispatches or causes to be dispatched any dog or other animal that is injured, maimed or diseased in accordance with state law; may transport injured dogs/animals to emergency facilities for treatment and may assist in locating the owner of injured or captured dogs/animals.
- Places the highest priority on the welfare of all animals with regards to sanitation, cleaning, feeding and watering, exercising, expediting medical services, humane euthanasia of animals when necessary.
- Tracks and collects stray dogs and cats; investigates complaints regarding nuisance dogs and other animals; investigates cruelty to animal notifications and takes appropriate action; rounds up stray farm animals.
- Responds to calls concerning injured animals; provides and/or obtains emergency medical treatment as needed; picks up and disposes of deceased animals in the prescribed area, according to established procedures. Transport injured animals to veterinarian or other facilities as directed.
- Responds to calls involving injured or sick wildlife in potentially hazardous conditions. Notifies Dept. of Wildlife Conservation for cooperative efforts or actions whenever necessary.
- Investigates and reports all known incidents or animal bites to humans to the Board of Health and Animal Inspector. Explains quarantine procedures to animal owners.
- Removes deceased animals from City roads and disposes of them properly and notifies the animal's owner, if their identity is known.
- Writes warnings, citations or notices as required by State and City by-laws. Responsible for all shelter record keeping while on duty, tracks, warnings, citations or notices as required by State and City by-laws. Responsible for all shelter records while on duty.
- Promotes and provides for adoption of as many qualified animals.
- Required to open or secure the building and/or alarm system in the morning or at night.
- Supervises volunteers while on duty.
- Building/property area is open and visible to public, a strong emphasis must be placed on appearance, maintenance, neatness, cleanliness and organization.
- Must be able to respond to emergency situations or rescue.
- Will follow dress code and wear appropriate City uniform.
- Performs all other assigned duties. Must be flexible in all duties and responsible to best meet the changing needs of the shelter and the mission of the Animal Care Facility of Taunton.

QUALIFICATIONS:

Must have a valid Massachusetts Driver's License and have a high school diploma or equivalent with three full years of paid employment. Experience in related field preferred. Must be able to lift up to 100 lbs. independently.

Management skills are required. Must be able to communicate effectively with the public in a sympathetic and compassionate manner. CORI background check required.

COMPLETE JOB DESCRIPTION AVAILABLE AT THE HUMAN RESOURCES DEPARTMENT.

SALARY: \$175.00 per day

Submit application, in confidence, by July 13, 2022 to:

**Human Resources Department
City of Taunton
15 Summer Street
Taunton, MA 02780**

Or

hrjobs@taunton-ma.gov

The City of Taunton is an AA/EEO Employer.

Posted: *Amey Kharu*
6/28/2022